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**Personnel**

**STUDENT DISENROLLMENT PROCEDURES**

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This instruction implements AFI 36-2301, *Developmental Education*, and the *Air Force Education and Training Course Announcements (ETCA)*, and addresses AFPD 36-26, *Total Force Development*. It provides guidance for disenrollment of students attending Air University (AU) professional military education (PME) schools, professional continuing education (PCE), and graduate education schools, through in-residence or nonresident (distributed/distance education) programs, and officers and officer trainees attending Officer Training School. Disenrollment guidance for Enlisted Professional Military Education (EPME) schools is found in the USAF EPME Procedural Guidance published under authority of AFI 36-2301. It expands on the disenrollment guidance in the ETCA. ETCA can be found on-line at: <https://etca.randolph.af.mil/>. It does not apply to recall or withdrawal of students, which is covered in ETCA. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Subordinate units may supplement but not waive this AUI.

**SUMMARY OF CHANGES**

This revision implements changes that delegate authorities to AU centers and schools, establishes an appeal procedure, and has been reorganized for clarity

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**1. General.** Disenrollment is the removal of any enrolled Air University student from a course or school before its completion, by any means other than a recall. Disenrollment may be, but does not have to be, accompanied by expulsion, which is the student's physical removal from AU schools as well as disenrollment from academic credit programs. Disenrollment of students is an administrative action and does not affect an individual's service status. However, the decision to disenroll may raise the question of whether further retention of the student in the Air Force or on active duty is in the best interest of the Air Force. Therefore, the person initiating action should consider all of the evidence in the case file and determine whether other actions may be indicated. In such circumstances, commanders are encouraged to swiftly pursue other appropriate actions, when warranted, concurrently with disenrollment action. If the guidance provided in this instruction conflicts with higher headquarters guidance, higher headquarters guidance takes precedence. A glossary of terms and acronyms used in this instruction is at Attachment 1.

1.1. Air Force Reserve Officer Training Corps (AFROTC) Students. Disenrollment of AFROTC cadets is accomplished under the provisions of DODI 1215.8, *Senior Reserve Officer Training Corps (AFROTC) Programs*, AFI 36-2011, *Air Force Reserve Officer Training Corps*, and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*.

1.2. Officer Training School (OTS) Students. Disenrollment of Basic Officer Training (BOT) trainees is accomplished using this instruction in conjunction with relevant portions of AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs*, Holm Center Syllabus (MMOPM-BOT-MOTS-001), and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*. Disenrollment of Commissioned Officer Training (COT) and Reserve Commissioned Officer Training (RCOT) students is accomplished using this instruction in conjunction with AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs* and AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

1.3. Air War College (AWC), Air Command and Staff College (ACSC), School of Advanced Air and Space Studies (SAASS), Squadron Officer College (SOC), Ira C. Eaker Center for Professional Development (ECPD), LeMay Center for Air Force Doctrine Development and Education, or the Air Force Institute of Technology (AFIT) students

(including Civilian Institution (CI) students). Disenrollment of students from AWC, ACSC, SAASS, SOC, ECPD, LeMay Center, and AFIT schools is accomplished using this instruction and relevant operating instructions of the respective school/Center or college. If a school/Center develops operating instructions (OI) to supplement this AUI, the school/Center must have those OIs reviewed by AU/CF and AU/JA to ensure consistency and compliance with this AUI, which supercedes any conflicting guidance in school/Center procedures.

1.4. AU Technical Training Students. Disenrollment of technical training students, (which includes all courses that award an AFSC/SDI), is accomplished under the provisions of AETCI 36-2215, *Technical and Basic Military Training Administration*, as supplemented by career field functional managers.

1.5. International Students. Before initiating any type of disenrollment action against an international student, notify AU/IA or AFIT/ENS as appropriate, who will make notifications required by AFI 16-105, *Joint Security Cooperation and Training (JSCET)*, paragraphs 10-29, 10-49, 10-99 and 10-104. All faculty boards concerning international students should include an AU/IA or AFIT/ENES delegate as a non-voting (advisory) member. Final approval of recommendations/decisions to remove international students rests with SAF/IA.

1.6. Enlisted Students. Disenrollment and Academic/Disciplinary Review Board guidance for EPME schools is found in the USAF EPME Procedural Guidance published under authority of AFI 36-2301, and for the USAF First Sergeant Academy (FSA) as found in the USAF FSA Procedural Guidance. The Barnes Center for Enlisted Professional Military Education must notify AU/CF and AU/JA when disenrollment actions are taken by providing a courtesy copy of the release notification sent to the student's chain of command.

1.7. Community College of the Air Force (CCAF). Guidance on disenrollment of enrollees from CCAF degree programs is provided in CCAFOI 33-8 and CCAFOI 33-9.

**2. Responsibilities.** Each AU school or organization ensures the policies described in this instruction are carried out.

### **3. Definitions and General Procedure Types.**

3.1. Appointing Authority. All Air University commandants, their functional equivalents, Air Force Institute of Technology (AFIT) school deans and the squadron commanders of the OTS training squadrons for Commissioned Officer Training (23 TRS/CC) and Basic Officer Training (24 TRS/CC) are designated as appointing authorities. For purposes of this instruction, whenever commandant is used, that term is intended to include the functional equivalent of the school/Center commandant/commander for each Air University school/Center who is authorized to appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations.

3.1.2. Initiation. The appointing authority initiates disenrollment. In the absence of the commandant, the deputy commandant may initiate disenrollment actions and may approve disenrollments to the same extent that commandants may do so in this instruction. OTS/CMDT may delegate approval authority for administrative elimination

disenrollments from BOT to a level no lower than 24 TRS/CC. Appointing authorities should seek legal advice before initiating any disenrollment action and must seek legal advice for misconduct-based actions. For cases in which an AFIT student is being considered for disenrollment, AFIT personnel should seek advice from AFIT/JA. Disenrollment issues related to Basic Officer Training (BOT) or Commissioned Officer Training (COT) (to include Reserve Commissioned Officer Training) requiring JA advice or review will address Holm Center/JA in lieu of AU/JA.

3.2. Reasons for Disenrollment: There are three general reasons why a student may prematurely leave an AU academic program:

3.2.1. Administrative Release. This disenrollment action generally is no fault of the student or of the school and is typically mutually agreed upon by all parties (the school, the student, and the student's unit). Administrative release results from various reasons to include recall by the unit, some condition beyond the control of the student, a student medical issue, student emergency back home, not meeting eligibility requirements, separation/retirement, failure to meet or maintain Air Force fitness standards as described in AFI 36-2905, *Fitness Program*, to name a few.

3.2.2. Academic Disenrollment. This disenrollment occurs when a student fails to meet minimum academic standards established by the academic program. Inherent in any decision involving academic disenrollment is the assumption that (1) academic performance standards are articulated by the school/college, and (2) failure of the student to meet standards have been documented by faculty. In cases of academic disenrollment, indicate whether the academic disenrollment is "with prejudice" (no return to academic program), or without prejudice (return permitted in some form).

3.2.3. Disenrollment due to Misconduct. In this disenrollment, there is student misconduct that is sufficiently serious that the school or college commander/commandant determines that the student cannot remain in the academic program. Misconduct may involve, but is not limited to, violation of the published standards found in directives, instructions, and public or military law. Misconduct includes but is not limited to failing to meet standards of academic integrity or professional responsibilities as a student; for example, plagiarism or cheating, consistent late or missing homework, missed appointments with faculty or staff, or clearly not applying oneself toward satisfying program completion requirements. Commandants should evaluate all available facts to determine if other administrative action (including possible separation) or UCMJ action is appropriate. Generally, disenrollment for misconduct is done "with prejudice" (no return to academic program). Commandants are encouraged to swiftly pursue other appropriate actions, when warranted, concurrently with disenrollment action. For the purpose of this policy, the decision to disenroll based on misconduct will be considered as an academic decision distinct from subsequent actions by the student's chain of command. When considering disenrollment actions based upon student misconduct, commandants must advise HQ AU/CF, AU/JA, and, in the case of international students, HQ AU/IA, before initiating action that could result in the disenrollment of students from their programs. Once it has been determined that disenrollment action will be initiated,

contact AU/CFR so the individual record can be coded pending final action. This will ensure no official transcript is generated or verification will be accomplished.

3.2. Disenrollment with Prejudice. When the nature of a student's misconduct clearly fails to meet the minimum standard of behavior and/or integrity demanded of Air University students, disenrollment should be with prejudice. Such students are not allowed to re-enroll unless the commander states on the disenrollment notice that the student may re-enroll in a distance learning version of the academic program or the student successfully appeals the disenrollment with prejudice. Students whose appeals are granted may re-enroll in a future class of that course/school, upon such conditions as that commandant deems fit. (NOTE: This paragraph does not apply to precommissioning programs. The issue of suitability for re-enrollment into a precommissioning program is addressed in AFI 36-2012.)

3.3. Revocation. Revocation is the process of rescinding academic credit, program completion, and/or degree status after it has been awarded. Revocation is appropriate when the misconduct or other deficiency occurred during the program's term but wasn't discovered until after program completion. Commandants should initiate revocation when the underlying basis, if known, would have justified disenrollment. The authority to revoke credit for previous completion of an AU academic program which does not lead to the award of an academic degree is delegated to AU school and college commanders and commandants to the same extent and under the same procedures as discussed here for student disenrollment. However, for any AU academic program which leads to the award of an academic degree (doctorate, master's, associate), the authority to approve degree revocation is retained by the AU Commander and President. At this time, these programs include degrees earned through the Air Command and Staff College (resident and Online Master's Program), the Air War College, the School of Advanced Air and Space Studies, the Air Force Institute of Technology, the Air Force Test Pilot School, and the Community College of the Air Force. In the case of proposed revocations involving academic degrees, the respective school or center commander/commandant will follow procedures as those outlined for disenrollment, and will make a recommendation for revocation to be acted upon by the AU Commander and President. These proposed actions will be reviewed by AU/CF and AU/JA prior to forwarding to AU/CC for action.

3.3.1. The authority to revoke transcribed course credits PRIOR to degree completion/award (i.e. for DL programs where they are transcribed as the student progresses through the program) is still delegated to the school Commandant/center Commander.

3.4. Suspension. Pending disenrollment proceedings, the commandant may suspend a student being considered for disenrollment if it is in the best interest of the school. Notify the student in writing of a suspension.

3.5. Disenrollment Procedure Types. This instruction describes three disenrollment procedures: administrative elimination (paragraph 3), summary disenrollment with or without expulsion (paragraph 4), and faculty board action (paragraph 5). The faculty board uses procedures prescribed in AFI 51-602, *Boards of Officers*. Further information on each of these disenrollment procedures is described below.

**4. Administrative Elimination Procedures.** Administrative elimination disenrollment action generally is no fault of the student or of the school and is typically mutually agreed upon by all parties (the school, the student, and the student's unit).

4.1. Commandants should administratively eliminate students (either disenroll or deny enrollment) who fail to meet minimum administrative eligibility standards. This procedure may also apply when a student has submitted a written waiver of a faculty board or has requested to be disenrolled, except in misconduct cases, which should be processed as disenrollments. The following are additional examples of when administrative elimination is appropriate:

4.1.1. A student does not meet school eligibility requirements, including, but not limited to, those set forth in section 4.2 of the Education and Training Course Announcement (ETCA) for officers or section 5.1 for enlisted airmen.

4.1.2. A student is being separated or retired from the Air Force for reasons not related to school status.

4.1.3. An AFIT Civilian Institute (CI) student has been disenrolled or has dropped out of a CI under circumstances clearly beyond the student's control.

4.1.4. A student has made a written request to withdraw from a school/course because of hardship or other personal reason. See paragraph 3.2.6 for further direction on processing hardship disenrollments.

4.1.5. The student cannot perform required duties for an extended period, including attending class, due to physical or medical reasons beyond the student's control. Although a faculty board is not required in these circumstances, the commandant may choose to hold one to help determine whether a student can fulfill graduation requirements. The school should obtain a statement from the military treatment facility when medical incapacity, mental health conditions, pregnancy, or terminal illness is involved. The commandant may accept a statement from a civilian medical facility.

4.1.6. A student enrolled in a distance learning program has failed to fulfill academic requirements within the time allotted. In such cases, the administrative elimination process may be completed electronically and the use of AU Form 747, Record of Administrative Action, is not required. The AU Form 747 is used to document administrative disenrollment decisions made by school/Center commandants or their designees.

#### 4.2. Procedures.

4.2.1. The commandant designates any commissioned officer, equal to or senior in rank to the student, to initiate or review administrative elimination actions. The process is initiated by completing Section I of AU Form 747. The form is then forwarded to the commandant, who completes Section II as the approval authority. Do not use the AU Form 747 for BOT disenrollments or for administrative disenrollment of students in distance learning programs as described in paragraph 3.1.6.

4.2.2. The school provides the student with a notice of administrative elimination and sends a copy to the parent unit commander. If the student is on Maxwell AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt requested. A sample notice format is at Attachment 2.

4.2.3. The original AU Form 747 is used by school/Center personnel to document the disenrollment and to take any further disposition action deemed necessary.

4.2.4. For TDY students, the commandant reviews and forwards endorsements of all requests for hardship disenrollment to the parent unit of the student concerned. Each endorsement must contain a recommendation for approval or disapproval and any other comments deemed appropriate. Forward an information copy to HQ AU/CFA. For international students, also forward each request to HQ AU/IA or AFIT/ENES who forwards it through appropriate channels for SAF/IA approval or disapproval. For OTS students, OTS/CMDT will review all requests for hardship disenrollment and coordinate with the Air Force Personnel Center (AFPC) when applicable.

**5. Summary Disenrollment/Revocation Procedures.** Summary disenrollment/revocation is used when the facts on which to base the disenrollment/revocation decision can be determined without a formal Board of Inquiry. This procedure may be used in misconduct cases, academic deficiency cases and other situations where the commandant determines there are sufficient facts to allow a thorough review. Before initiating disenrollment for misconduct, the commandant must consult with AU/JA (and AU/IA if applicable). The commandant's decision is final. Holm Center/CC will review and provide final approval or disapproval for OTS and BOT student misconduct cases referenced throughout this instruction. In the case of international students, decisions/recommendations for disenrollment are forwarded through channels by AU/IA or AFIT/ENES to SAF/IA for final approval.

5.1. Upon being notified of possible grounds for disenrollment of a student, the commandant (or AFIT dean in purely academic cases) may initiate disenrollment action personally, appoint a review officer, or appoint a review committee made up of two or more members. The vice commandant may appoint a review officer in the commandant's absence. A sample appointment memorandum is at Attachment 3. The purpose of a review officer or a review committee is to conduct any needed inquiry, review the evidence and make recommendations to the commandant or AFIT dean about the future status of the student. If a review committee is appointed, the highest-ranking member of that committee shall be designated the "review officer."

5.1.1. A review officer acting alone shall be a commissioned officer who outranks the student subject to being disenrolled. If the student being considered for disenrollment is a civilian, the review officer should be a civilian who outranks the student subject to being disenrolled.

5.1.2. A review committee considering disenrollment of a military member may be made up of any combination of commissioned officers, chief master sergeants, and senior master sergeants, provided each member outranks the student subject to being

disenrolled. A review committee considering disenrollment of a civilian must include at least one civilian.

5.1.3. In a purely academic case, an academic review committee may assess a student's probability of succeeding and provide recommendations (for example, "get-well" proposal, disenrollment, etc.) to the commandant or AFIT dean. If the case involves an AFIT student, the commandant or AFIT dean may appoint any school staff member who outranks the student as the review officer and review committee members.

5.2. Disenrollment with or without expulsion. Generally, disenrollment from a resident program should include expulsion, that is, the physical removal of the student. In unusual circumstances, the commandant or commander may disenroll a student from the academic credit portion of the course (including any master's or other advanced degree program) but allow him or her to audit the remainder of the course. In such rare situations, the student will be allowed to remain on base, attend classes and participate in other school activities but will not receive a certificate of completion or a diploma.

5.3. The review officer first reviews this instruction and the available information concerning grounds for disenrollment, including any relevant school records. The review officer then seeks a legal briefing from AU/JA.

5.4. The review officer and review committee (if applicable) may interview witnesses determined to be appropriate, including the student being considered for disenrollment (after advising of Article 31 rights, if applicable. **NOTE:** In a misconduct case, Article 31 rights advisement will usually be required before interviewing the student in question). Upon interviewing a witness, the review officer prepares a summarized statement of that witness' testimony and obtains the witness' signature on that summary.

5.5. Based on the review of available evidence and information from any additional inquiry (if needed) and consultation with the review committee (if applicable), the review officer prepares a report for the commandant or AFIT dean. The report should set out the facts, discuss the evidence and make a recommendation for action. Use AU Form 747 as a cover sheet for the report (except for BOT disenrollments; contact 24 TRS/DO for guidance). Documentary evidence relevant to the action, including any witness interview summaries, should be attached to the report.

5.6. To recommend summary disenrollment, the review officer prepares a student notification memorandum for the commandant or AFIT dean's signature. A sample notice format is at Attachment 4. Provide a copy of the report along with the legal review and AU Form 747 to the school commandant for decision.

5.7. If the commandant or AFIT dean concurs with the review officer's recommendation or otherwise determines that summary disenrollment is appropriate, he or she provides a Summary Disenrollment Memorandum (Attachment 4) to the student. If the student is on Maxwell AFB or Wright-Patterson AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt requested, or the



commandant may coordinate with the student's commander (e.g., for distance learning students) to serve the notice on the student.

5.7.1. The student has a right to submit written matters on his or her behalf to the commandant or AFIT dean by a set time and date (at least 3 duty days for local students and 7 duty days for distance learning students.) The student also has a right to request a personal appearance before the commandant, commander or dean. U.S. military students are entitled to consult with the Area Defense Counsel (ADC) as well. The ADC may also assist foreign military students on a space-available basis. If the student requests more time to respond, the commandant or AFIT dean may, at his or her discretion, extend the time to submit matters. The student should submit his request in writing, and the commandant should provide the student with a written response outlining the new deadline.

5.8. After the time for submitting matters has expired or after considering any written matters submitted by the student, the commandant or AFIT dean completes Section II of AU Form 747, and forwards the disenrollment package to AU/JA for review. The disenrollment package should include an AU Form 747 with Section I and II completed, the Student Notification Memorandum, indorsed by the student, the disenrollment investigation and any matters submitted by the student. The commandant or AFIT dean should mark the appropriate boxes expressing his or her decision on whether the student is allowed to reenroll in the course or school, and if so, under what conditions. If the recommendation is disenrollment without expulsion, he or she must explain why this student's case is so unusual that it justifies departing from the norm on the continuation page (Page 2) of the AU Form 747.

5.9. The school commandant receives the disenrollment package from AU/JA for final action.

5.9.1. The school/Center commandant is the final approval authority, and completes Section III of AU Form 747.

5.9.2. In AFIT cases based purely on academic performance, the AFIT dean is the final decision authority for decisions to retain a student. In such cases, the AFIT dean completes Section II of AU Form 747 and leaves Section III blank. However, if the AFIT dean determines that a student should be disenrolled, he or she completes Section II of AU Form 747 and forwards the report to the AFIT Commandant. The AFIT Commandant then completes Section III of the form as the final approval authority. In all other cases, the school/Center commandant makes the decision on student disenrollment.

5.9.3. In cases involving international students, the disenrollment action is forwarded through appropriate channels (AU/IA or AFIT/ENES) for final approval by SAF/IA.

5.10. Finally, the commandant provides the student with a written notice of action. (See sample at Attachment 5). If the student is on Maxwell AFB or Wright Patterson AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt requested, or may be served on the student by his or her current

commander. The commandant ensures that school/Center personnel take appropriate disposition action as provided in paragraph 6.

**6. Faculty Board Reviews.** The purpose of a faculty board is to determine facts and make recommendations to the commandant or commander on matters referred to the board. A faculty board involves a formal hearing and provides the student a forum to present his or her position. The proceeding is conducted in accordance with AFI 51-602 (also applies to civilians). A student may waive a faculty board by submitting a written waiver to the commandant that convened the board. The board recommendation is not binding on the commander or commandant.

6.1. When to Use a Faculty Board. A faculty board is appropriate when:

6.1.1. The review officer's inquiry has failed to provide sufficient facts for the decision or approval authority to make a decision about disenrollment.

6.1.2. A board is needed to determine whether an academic deficiency resulted from factors within the student's control. Although faculty boards are not required in cases that are based solely on academic deficiencies or substandard performance affecting academic achievement, the commandant or AFIT dean may determine that a faculty board is warranted in such cases to determine whether the deficiency is within the student's control.

6.1.3. The commandant or commander decides it is appropriate and directs a faculty board be convened.

6.2. Membership of Faculty/Review Boards. With the assistance of AU/JA, the commandant issues a convening order that designates who shall serve as board members for a faculty board. Board members may be drawn from staff personnel assigned to Air University, AFIT school faculty, and personnel from other base organizations (upon approval of the potential board member's commander). A faculty board must have at least three voting members. It should also include a legal advisor and a recorder (the government representative), who are non-voting members. A faculty board may include other non-voting members such as an educational advisor and other advisors as deemed appropriate. Board members may be a combination of commissioned officers, enlisted members, and civilian officials, within the following limitations:

6.2.1. Military board members must be equal or senior in rank to the student being considered for disenrollment. If the student is an enlisted member, he or she may request that at least one-third (1/3) of the board members be enlisted. The request must be in writing. When possible, enlisted members should come from the school's faculty or staff. While in certain cases, the commander or commandant may need to appoint members from outside the school, a majority of the board must be faculty members. The board president must also be a faculty member.

6.2.2. Board membership consists solely of military personnel when the student being considered for disenrollment is military (except in disenrollments from AFIT or if the board is convened for an international student).

6.2.3. In the case of AFIT students being considered for disenrollment, board membership consists of faculty members from within the schools and may be either civilian or military. Also eligible to sit on the boards are the Vice Chancellor, the Director of Admissions, and the various Deans of AFIT schools. (EXCEPTION: The dean of the school from which the student is being disenrolled does not serve as a member of the faculty board).

6.2.3.1. Because AFIT's Civilian Institution (CI) Programs do not employ local AFIT faculty, review boards established to consider dismissal of a student in one of the CI programs will be composed of AFIT staff members identified by the Dean of the Civilian Institutions Programs (However, only the AFIT Cancellor—not AFIT deans—may convene a faculty board under this AUI.) By virtue of this composition, AFIT CI Programs refer to the process as a "review board" rather than a "faculty board."

6.2.4. When civilian students are considered for disenrollment, at least one member of the board must be a civilian.

6.2.5. When international students are considered for disenrollment, the faculty board must also include HQ AU/IA (or delegate) as a non-voting member. The AU/IA member may be military or civilian.

6.3. Faculty Board Disenrollment Procedures. The procedures for a faculty board are described in AFI 51-602, with additional guidance as described in this subsection.

6.3.1. Upon determining that a faculty board is appropriate, the commandant completes Section I of AU Form 864, Record of Faculty Board Action, and forwards it, with any attachments to AU/JA. AU/JA arranges for a legal advisor, recorder, military defense counsel (for military students) and a court reporter. The AU Form 864 is used to document administrative action taken against students by faculty boards convened by school/Center commandants or their designees.

6.3.2 The commandant chooses at least three voting board members to serve on the faculty board. If more than three voting members are desired, the total number should always be an odd number in order to avoid voting ties. The faculty board is convened by written order, drafted by AU/JA, and signed by the commandant. The order designates the name, rank and organization of each board member and describes the purpose and duties of the board.

6.3.3. Before the board meeting, the recorder provides a written notification to the student (called the respondent) as prescribed in AFI 51-602, paragraph 1.2.2. The recorder is also responsible for ensuring witnesses are available for the hearing, swearing in the witnesses, presenting testimony through the government witnesses, presenting relevant documentary evidence, providing each board member and the defense counsel with a copy of the hearing format (script), and preparing the hearing room.

6.3.4. The faculty board hearing is conducted in accordance with AFI 51-602, using guidance and a hearing format provided by AU/JA.

6.3.5. The legal advisor must be a judge advocate, at least equal in rank to the student. He or she makes rulings on issues of law and instructs the board members on the law to be followed.

6.3.6. The senior ranking military member of the faculty board is the board president. That person is in charge of the proceedings, subject to the legal rulings and instructions provided by the legal advisor. A civilian or enlisted member cannot serve as board president.

6.3.7. After hearing and reviewing all of the evidence, the voting board members meet together in private to discuss the evidence. The voting board members then vote by secret written ballot. The board president either counts or designates another voting member to count the ballots. A majority of the voting members must agree on the recommendation. Once a majority agrees upon a recommendation, the board president records the vote.

6.3.8. The court reporter prepares a formal record of the board proceedings in accordance with AFI 51-602. Normally, a summarized transcript is all that is required. The AU staff judge advocate must approve requests for a verbatim transcript. The court reporter or the recorder completes Section II of AU Form 864, ensures the board president signs the form and places it in the front of the record. The reporter then forwards the record to the commandant or commander who convened the faculty board.

6.3.9. In AFIT academic performance cases, the AFIT dean has authority to make decisions to retain the student. In such cases, if the student is retained, the AFIT dean completes Section IV of the AU Form 864 and leaves Section III blank. Only AFIT/CL makes final decisions to disenroll AFIT students for academic performance. In such cases, the AFIT dean completes Section III as the appointing authority. The record is forwarded to AFIT/JA to review and make recommendations regarding legal sufficiency. The record is forwarded to AFIT/CL, who completes Section IV as the approving authority, and returns the record to the AFIT dean for implementation.

6.3.10. In all faculty boards other than AFIT academic performance cases, the school/Center commandant or commander reviews the board recommendation and completes Section III of AU FORM 864 as the appointing authority. He or she forwards the record to AU/JA.

6.3.10.1. AU/JA reviews the record and recommendation to determine legal sufficiency. AU/JA prepares a written legal review and a formal notification of decision addressed to the student for signature by the initiating authority.

6.3.10.2. AU/JA forwards the record, legal review, and proposed student notification to the school/Center commandant for disposition. The school/Center commandant completes Section IV of AU Form 864 as the approving authority and signs the student notification.

6.3.11. In all disenrollment cases, the student is provided with a formal notification of the approving authority's decision.

**7. Post-Disenrollment Disposition.** Upon disenrolling a student for any reason, the school from which the student was disenrolled takes prompt action to return TDY students to their home units, to have PCS students reassigned or discharged, and to document the disenrollment action in the student's personnel file. All training reports will clearly state explicit reasons for disenrollment. The Certificate of Attendance annotation will be added to the reports of those students allowed to continue in audit status. Per AFI 36-2013, COT students are reassigned to their unit of assignment for discharge processing. If not already assigned to their first duty station, COT students may be reassigned to the 42 ABW for discharge. BOT students are reassigned or discharged.

7.1. Notification Requirements. Whenever students are disenrolled or eliminated at any time before graduation, notify the parent organization, HQ AU/FMA and AU/DP as applicable, giving full details, including disposition.

7.2. Disposition of TDY Students. TDY students who are disenrolled or eliminated for various reasons before enrollment are processed as follows:

7.2.1. If a TDY student reports for a course and is found ineligible due to failure to meet eligibility requirements set out in ETCA, paragraph 4.2, established Air Force standards or other published prerequisites in education, job position, age, grade, security clearance, etc., the student is not enrolled. The student is promptly returned to his or her unit without censure, at the parent unit's expense. Notify the parent unit to amend travel orders reflecting the TDY charge to the fund cite of the parent unit. However, if the ineligibility can be easily corrected (for example, personal appearance standards), the commandant may choose to order the student to promptly correct the deficiency instead of returning the student to his or her parent unit.

7.2.2. COT students who arrive enroute to their first permanent duty station and fail to meet an established eligibility requirement may still be enrolled in COT. This permission is granted only on a case-by-case basis after coordination among 23 TRS/CC, the gaining unit commander, and the appropriate personnel manager for the officer's functional area. The final decision to disenroll or remain enrolled will be determined by the OTS/CMDT.

7.3. Disposition of PCS Students. PCS students disenrolled from courses are reported for immediate reassignment as follows:

7.3.1. AFIT reports directly to HQ AFPC by message or E-mail.

7.3.2. Air War College (AWC), Air Command and Staff College (ACSC) and the School of Advanced Air and Space Studies (SAASS) report to the Military Personnel Section (42 FSS/FSMP).

7.4. Disposition of International Students. AU Director of International Affairs (HQ AU/IA) or AFIT/ENES is responsible for coordinating and advising disposition instructions with SAF/IA and AETC/IA for all international students.

7.5. Distribution of Disenrollment Record. Within 15 calendar days of a final decision to disenroll a student (except a BOT trainee), the commandant forwards a copy of either AU

Form 747 (for administration of summary disenrollment) or AU Form 864 (for faculty board disenrollments) to the following offices as are applicable (**NOTE:** 24 TRS/DO will manage BOT trainee disenrollments):

7.5.1. For all students (except BOT or COT), send one copy through HQ AU/CF to HQ AU/CFR.

7.5.2. For international students, send a copy to HQ AU/IA and one copy to HQ AU/CFR.

7.5.3. For TDY and distance learning program students, send one copy to the student's unit or squadron commander, and one copy to HQ AU/CFR.

7.5.4. Send one copy to the student's flight commander or equivalent, if any, at the school, and one copy to HQ AU/CFR.

7.5.5. For AFIT students, send one copy to HQ AFPC, Randolph AFB, TX 78150, one copy to HQ AU/CFR, and one copy to HQ AU/FMA.

7.5.6. For AWC and ACSC resident program students, send one copy to 42 FSS/FSM, and one copy to HQ AU/CFR.

7.5.7. For Air National Guard students, send one copy to ANGSC/TET, Andrews AFB MD 20331-5000, one copy to the student's State Adjutant General (for mailing address, see AFMAN 33-326, *Preparing Official Communications*, Chapter 9), and one copy to HQ AU/CFR.

7.5.8. For Category A Reserve students, send one copy to HQ AFRES/DPTIS, Robins AFB GA 31098-5000, and one copy to HQ AU/CFR.

7.5.9. For Category B Reserve students, send one copy to HQ ARPC/DPMPO, Denver CO 80280-5000, and one copy to HQ AU/CFR.

7.5.10. For civilian federal employees, send one copy either by mail to AFDW/A1CT, 110 Luke Ave, Suite 300, Bolling AFB DC 20032, or by E-mail to: [AFDW.A1CT@bolling.af.mil](mailto:AFDW.A1CT@bolling.af.mil), and one copy to HQ AU/CFR.

7.5.11. Distribute additional copies to other organizations, if appropriate, on a need-to-know basis. This information is subject to the Privacy Act and should not be released except for official purposes.

## 7.6. Maintaining Disenrollment Records.

7.6.1. The school/Center keeps faculty board records and summary disenrollment records for 10 years (in accordance with the Air Force Records Information Management System (AFRIMS) Table 36-38, Rule 5). Faculty board and disenrollment records are available for review in the event a student, disenrolled with prejudice, requests an appeal to be allowed to reenroll.

7.6.2. BOT submits disenrollment documents (UPRG/AF Form 100/DD Form 214/ and a copy of the DD Form 785) to the Air Force Personnel Center (AFPC/DPSAMR) and also sends another copy of the DD Form 785 to AFPC/DPSAMI. These records are submitted to AFPC/DPSSRR, who retains them in the Automated Records Management System (ARMS) for 75 years. For this reason, BOT is exempted from this 10-year retention requirement.

**8. Student Appeals.** The student has the right to appeal disenrollment and revocation of course credit decisions by submitting written matters to the commandant or AFIT dean by a set time and date (at least 3 duty days for local students and 7 duty days for distance learning students.) Appeals are limited to failure to follow proper procedures in accordance with this instruction or newly discovered evidence that was not available to the commandant when making the initial decision. If the commandant or AFIT dean denies the student's appeal, the appeal is then forwarded along with the student's disenrollment or revocation case file to the center commander for final decision on the appeal. Where the commandant and center commander are the same (for example AWC and the Spaatz Center), the student's appeal will be forwarded by the commandant to the AU Commander and President for final decision on the appeal. AU Centers will establish or change internal written procedures as needed for executing this authority and for ensuring student appeal rights provide an independent review free from potential school/college bias. In all cases of disenrollment, the school/college will notify the university registrar (AU/CFR) of the change in student status.

DAVID S. FADOK, Lt Gen, USAF  
Commander and President, Air University

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*Uniform Code of Military Justice*

*Education and Training Course Announcements*

DoDI 1215.8, *Senior Reserve Officer Training Corps Programs*, 26 June 2006

AFI 16-105, *Joint Security Cooperation, Education and Training*, 3 January 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFMAN 33-326, *Preparing Official Communications*, 25 November 2011

AFPD 36-26, *Total Force Development*, 27 September 2011

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, 18 December 2006

AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*, 31 July 1998

AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, 23 October 2008

AFI 36-2301, *Developmental Education*, 16 July 2010

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 2 January 2013

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airman*, 9 July 2004

AFI 51-602, *Boards of Officers*, 2 March 1994

AETCI 36-2215, *Technical and Basic Military Training Administration*, 9 September 2010

AUI 36-2609, *Academic Integrity*, 2 April 2012

***Prescribed Forms***

AU Form 747, *Record of Administrative Action*

AU Form 864, *Record of Faculty Board Action*



***Adopted Forms***

DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*

AF Form 847, *Recommendation for Change of Publication*

***Acronyms***

**ABW**—Air Base Wing

**ADC**—Area Defense Counsel

**AETC**—Air Education and Training Command

**AFCAT**—Air Force Catalog

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFROTC**—Air Force Reserve Officer Training Corps

**AU**—Air University

**ACSC**—Air Command and Staff College

**AFSC**—Air Force Specialty Code

**AWC**—Air War College

**BOT**—Basic Officer Training

**CI**—Civilian Institute

**CF**—Chief Academic Officer for Air University

**CFA**—Office of Academic Affairs for Air University

**CC**—Commander or Commandant

**CCAF**—Community College of the Air Force

**COT**—Commissioned Officer Training

**DE**—Developmental Education

**DP**—Director of Personnel

**ETCA**—Air Force Education and Training Course Announcements

**FSA**—First Sergeant Academy

**FSP**—Field Studies Program

**HQ**—Headquarters

**IA**—International Affairs

**JA**—Judge Advocate

**JSCET**—Joint Security Cooperation, Education and Training

**MAJCOM**—Major Command

**NJP**—Nonjudicial Punishment

**OTS**—Officer Training School

**PCE**—Professional Continuing Education

**PCS**—Permanent Change of Station

**PME**—Professional Military Education

**FMA**—Financial Management Analysis

**RCOT**—Reserve Commissioned Officer Training

**SAF**—Secretary of the Air Force

**SDI**—Special Duty Identifier

**SSN**—Social Security Number

**SOS**—Squadron Officer School

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**XP**—Plans and Programs

### ***Terms***

**Appointing Authority**—For purposes of this instruction, the appointing authority is the school/Center commander or commandant or AFIT dean who is authorized to appoint investigating officers or boards to conduct reviews into the potential grounds for disenrollment of a student from an Air University school/college. All appointing authorities other than AFIT deans may also convene faculty review boards.

**Audit**—Allowing students to attend courses and participate in school activities without receiving academic credit towards a diploma or degree.

**Commandant**—For purposes of this instruction, commandant is used to refer to the school/Center commander or commandant who is authorized to: Appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations.

**Disenroll**—To permanently remove an enrolled student from a course or school prior to its completion, by any means other than a recall. Disenrollment may be accompanied by expulsion (see “expulsion” definition below) or the student may be allowed to remain and audit courses (see “audit” definition).

**Distance Education**—A field of education that focuses on the pedagogy, technology, and instructional systems design that delivers an educational experience equal in-class value to students who are separated by time or distance, or both.

**Distance Learning (DL)**—Well-planned and structured learning that takes place via electronic media, linking instructors and students, in a synchronous or asynchronous environment, who are not physically together in a classroom. An alternate term is Distributed Learning.

**Eligibility Requirements**—Minimum administrative standards or prerequisites that a student must meet to be entered into a class or to be retained in a class. These standards may be set by the school/Center, the parent unit or the Air Force. If a student does not meet or maintain these standards, he or she may be administratively eliminated from the class as provided in Part I, Section A of this instruction. For purposes of this instruction, eligibility requirements do not include the academic performance requirements for the class in which the student is currently enrolled.

**Elimination**—Permanently remove a student or prospective student from training, whether by faculty board, summary disenrollment or administrative elimination, either before or after registration.

**Enrollment**—The process by which eligible prospective students complete all necessary administrative or other requirements that result in their being officially included in that instructional program. Each Air University school/Center defines and publishes its specific enrollment requirements in appropriate local operating instructions or policies.

**Expulsion**—The process of physically removing a student from a particular college or course.

**Faculty Board**—Formal disenrollment board of inquiry that follows the procedures set out in AFI 51-602, *Boards of Officers*, except as otherwise provided in this instruction. The purpose of a faculty board is to make findings and recommendations to the school/Center official concerning a student’s future status in the school. Since AFIT Civilian Institution (CI) Programs do not employ local AFIT faculty, their boards are composed of selected AFIT staff members. Consequently, for AFIT CI Programs, the term “review board” replaces “faculty board” as applicable throughout this instruction.

**Misconduct**—Any action that could be a crime under the UCMJ, including but not limited to plagiarism and cheating as defined by AUI 36-2609, *Academic Integrity*. Apply this same standard when considering disenrollment of civilians and international students, even though they are not subject to the UCMJ.

**Prejudice**—A characterization of disenrollment that affects a student's future eligibility to enroll in the particular course or school from which the student is disenrolled. When disenrolled with prejudice, a student will not be allowed to reenroll in any version of the course or school he or she is disenrolled from unless a commandant either expressly states on the disenrollment notice that the student may reenroll in a distance learning version of the course or school or grants the student a reprieve.

**Professional Military Education (PME)**—Education in resident courses in one of the Department of Defense colleges or in one of the resident or nonresident courses of the Air University that improves an individual's general qualifications and ability in military science and tactics.

**Recall**—Removing a student from training by higher headquarters, the student's parent organization, or by the student's home country. A recall may also be called a withdrawal.

**Revocation**—The process of rescinding academic credit and/or degree status after a student has already completed the course/program.

**School/Center Official**—For purposes of this instruction, a school/Center official is the school/Center commander, commandant, director, or AFIT dean, who is authorized to: appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations. **EXCEPTION:** AFIT deans may not convene faculty boards under this AUI. Only the AFIT commandant may do so. AFIT deans may take all other actions listed above.

**Suspension**--Temporary removal of a student from academic program activities, usually pending disenrollment action or reinstatement.

**Technical Training**—Training in one or more of the tasks in an Air Force specialty description conducted in formal schools, field training detachments, and through organized on-the-job training programs. Technical training is distinguished from flying and basic military training.

## Attachment 2

## SAMPLE NOTICE OF ADMINISTRATIVE ELIMINATION

Figure A2.1. Sample Notice of Administrative Elimination

[Date]
MEMORANDUM FOR [Rank and Name of Student]
FROM: [School/Center Official's Office Symbol]
SUBJECT: Notification of Administrative Elimination
<p>Pursuant to AUI 36-2615, <i>Student Disenrollment Procedures</i>, I have eliminated you from [school and class] because of [state general reason]. Specifically, [if applicable, describe what the student did or did not do that was the basis for the disenrollment, and why that conduct is either not acceptable or otherwise makes the student ineligible to continue in the class]. You should retain this memorandum for your records.</p>
[Signature Block of Commandant or Designated Representative]

## Attachment 3

## SAMPLE APPOINTMENT OF REVIEW OFFICER

Figure A3.1. Sample Appointment of Review Officer.

<p style="text-align: right;">[Date]</p> <p>MEMORANDUM FOR [Rank and Name of Review Officer/Review Committee Members]</p> <p>FROM: [Office Symbol of Appointing Authority]</p> <p>SUBJECT: Letter of Appointment</p> <p>1. You are appointed to conduct a review into the potential grounds for disenrollment of [rank and name of student] from [school/course] and to make a recommendation whether disenrollment or other action is appropriate in this case. I have reason to suspect that [rank and name of student] has [describe reason for proposed disenrollment]. You should refer to AUI 36-2615, <i>Student Disenrollment Procedures</i>, paragraph 4, in conducting your review.</p> <p>2. As part of your review, you are authorized to conduct an informal inquiry, if needed, to make your recommendations. You are expressly authorized to obtain and review any materials you determine are relevant. You may also interview relevant witnesses, including [rank and name of student]. However, you must seek a briefing from AU/JA (HolmCtr/JA in the case of OTS students; AFIT/JA for AFIT students) before beginning the investigation.</p> <p>3. At the conclusion of your review, you will provide a written report to me with your findings, conclusions, and recommendations. Include AU Form 747, <i>Record of Administrative Action</i> (not prescribed for BOT), with Section I completed, and any other documentation relevant to making a student status determination as attachments to your report. If you recommend summary disenrollment, you should also attach a proposed Summary Disenrollment Memorandum, directed to the student, for my signature. A sample memorandum is available at Attachment 4 to AUI 36-2615.</p> <p>4. Your review and report should be concluded no later than [date]. If you need additional time, you may request it from me. You should direct any questions regarding the conduct of the review or your report to AU/JA (HolmCtr/JA in the case of OTS students; AFIT/JA for AFIT students).</p> <p style="text-align: right;">[Signature Block of Commandant]</p>
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## Attachment 4

SAMPLE SUMMARY DISENROLLMENT/REVOCATION OF CREDIT  
MEMORANDUM

Figure A4.1. Sample Summary Disenrollment/Revocation of Credit Memorandum.

[Date]
MEMORANDUM FOR [Name and Rank of Student]
FROM: [School Commander/Commandant's Office Symbol and Mailing Address]
SUBJECT: Notification of Recommendation for Summary Disenrollment [or Revocation of [school] Credit]
<p>1. Pursuant to Air University Instruction (AUI) 36-2615, <i>Student Disenrollment Procedures</i>, paragraph <u>{#}</u>, I am considering disenrolling you from [name of school &amp; course] because of [general basis for disenrollment]. The specific reasons for this action are as follows:</p> <p>[Describe specific reasons for disenrollment]</p> <p>2. You may submit written matters on your behalf for my consideration no later than [allow at least 3 duty days for resident students and at least 7 duty days for students in distance learning programs] from your receipt of this memorandum. You may also request to appear before me (at your expense). If you do not submit written matters to me by that time, such right shall be deemed waived, unless I grant you a written extension.</p> <p>3. I will consider any matters you submit in writing and/or during any personal appearance in making my decision. After reviewing any matters you submit, I will make a decision concerning whether you should be disenrolled and whether any disenrollment should be with prejudice. If you are disenrolled with prejudice, you may not be eligible to re-enroll in this [school or course] in the future.</p> <p>4. You may seek counsel to assist in your response to this action. You also have the right to inspect and copy documents in your training record [If military member, add: You may be able to obtain Area Defense Counsel assistance on a space-available basis; contact <u>{Name of ADC}</u> at <u>{Phone Number of ADC}</u>.] [If civilian student, add: If you are a bargaining unit employee, you may seek counsel from a union representative.] Any cost for civilian legal counsel will be at your own expense.</p> <p>5. If you need additional time to respond or request a personal appearance, submit a written request to me promptly at the address above or by fax to {#}.</p>
[Signature Block of Commandant or AFIT Dean]
<p><u>{#}</u> Attachments:</p> <p>[Documents supporting a basis for disenrollment]</p>
1st Ind, [Name and Rank of Student]
MEMORANDUM FOR [School Commander/Commandant's Office Symbol]

I acknowledge receipt of this memorandum at \_\_\_\_\_ hours on \_\_\_\_\_ [year]. I understand that I have [as applicable, 3 or 7 duty days] from the date I received this memorandum to submit comments to you, and that if I need more time to respond, I must request an extension from you.

\_\_\_\_\_  
[Student's Signature Block]



## Attachment 5

SAMPLE NOTICE OF SUMMARY DISENROLLMENT/REVOCATION ACTION  
MEMORANDUM

Figure A5.1. Sample Notice of Summary Disenrollment/Revocation Action Memorandum.

<p style="text-align: right;">[Date]</p> <p>MEMORANDUM FOR [Name and Rank of Student]</p> <p>FROM: [School Commander/Commandant's Office Symbol]</p> <p>SUBJECT: Notification of [Summary Disenrollment Action or Revocation of [school] Completion Credit]</p> <p>1. Pursuant to Air University Instruction (AUI) 36-2615, <i>Student Disenrollment Procedures</i>, paragraph 2.2, I have disenrolled you from [school and class] because of [state general reason]. Specifically, [if applicable, describe what the student did or did not do that was the basis for the disenrollment, and why that conduct is either not acceptable or otherwise makes the student ineligible to continue in the class.]</p> <p>2. [If applicable, comment on any matters the student submitted, expressly stating that you did consider such matters if they were submitted. Also, in the rare case of disenrollment without expulsion, explain the student's "audit" status.]</p> <p>3. [Use in a misconduct case to address whether disenrollment is with or without prejudice and under what conditions, if any, the student may reenroll, (for example, "Because of your misconduct, I have decided to permanently disenroll you from Class 99-A (or revoke your (school) completion credit). You will not be allowed to return to (class) in residence at any time in the future. This decision (does/does not) prohibit you from completing the distance learning version of the course.")]</p> <p>4. You may appeal this decision by submitting any new information not previously available for my consideration or by submitting any information establishing that the requirements of AUI 36-2615 were not met by submitting your appeal in writing along with any supporting documentation to AU/JA, 55 LeMay Plaza South, Maxwell AFB, AL 36112 or electronically to <a href="mailto:au.ja.workflow@maxwell.af.mil">au.ja.workflow@maxwell.af.mil</a>. Any appeal must be submitted within [3 duty days for resident students or 7 duty days for students in distance learning programs] from your receipt of this memorandum. If I do not grant your requested appeal, your appeal will be forwarded to the [applicable Center/CC (or AU/CC for AWC and SAASS cases) for final action on any appeal.</p> <p>5. This is a final decision and is effective immediately. [If faculty board case, add: The Air Force Officer Accession and Training Schools Commander for OTS students has reviewed your case and has approved this action.] You should retain a copy for your records.</p>
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[Signature Block of School  
Commander/Commandant]

cc: AU/CF  
AU/JA  
AU/IA (if applicable)  
Student's owning/gaining CC